Glendale Community College Curriculum & Instruction Committee Minutes First Reading Wednesday, September 25, 2013 1:40p.m., AD 217

Co-chairs Kathy Bakhit, Peggy Renner, and Stacy Jazan called the meeting to order at 1:40 p.m.

Voting Members Present: Shelley Aronoff, Yvette Azarian, Richard Cortes, Maria Czech, Daphne Dionisio, Maria Kretzmann, Alice Mecom, Susan Hoehn, Kathy Holmes (Proxy for Liz Russell), Kohar Kesian, Elis Lee, Bryan Ramos, Piper Rooney, Scott Rubke, Rory Schlueter, David Yamamoto

Resources Present: Edward Karpp, Jenny McMahon, Michael Ritterbrown, Terrence Yu, Tom Voden, Yvette Ybarra

Guests: Lourdes Girardi, Dana Nartea

Announcements

C&I Handbook

The *Curriculum Handbook* is available for review on the C&I webpage at www.glendale.edu/ci. The committee was encouraged to forward recommendations and feedback regarding the handbook to the C&I co-chairs. Final vote for the handbook will be taken at the next C&I meeting on Wednesday, October 9th.

Curriculum Forms

Modification to curriculum related forms was discussed. Some of the forms are still in the development stage. Please contact the C&I office or co-chairs if you have questions or need assistance.

Course Outline Webpage

The *New Course Outline* webpage is complete and was shared with the committee. The committee members were asked to direct faculty and staff to access the official Course Outline of Record to this page. Please contact the C&I office if discrepancies exist or help is needed to download a file.

C&I Email

A new email address has been established for Curriculum & Instruction. Please use this email for communication regarding curriculum. c&i@glendale.edu

Approval of Minutes

MSC (Kretzmann/Schlueter) to approve as amended the minutes of the September 11, 2013.

Abstentions: 1

New Business-Curricular Action Items

- Spanish 101 (Non Substantial Change A One Reading)
 MSC (Kretzmann/Schlueter) to approve as amended the REVISIONS to SPAN 101.
 - Catalog Statement
 - Methods of Instruction
 - Out of Class Assignment
 - Methods of Evaluation
 - Textbook(s)
 - Course Entry Expectations
 - Course Content including change to catalog statement and course notes
 - Student Learning Outcome
- 2. Spanish 102 (Non Substantial Change A One Reading)

MSC (Girardi/Schlueter) to approve the REVISIONS to SPAN 102.

- Catalog Statement
- Methods of Instruction
- Out of Class Assignment
- Methods of Evaluation
- Textbook(s)
- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome

Amendments:

- 1. Modification will be made to the Course Note referencing SPAN 116 and will be brought forward to the second reading.
- 3. Spanish 103 (Non Substantial Change A One Reading)
 - **MSC (Girardi/Kretzmann)** to approve as amended the REVISIONS to SPAN 103.
 - Catalog Statement
 - Methods of Instruction
 - Out of Class Assignment
 - Methods of Evaluation
 - Textbook(s)
 - Course Entry Expectations

- Course Content including change to catalog statement and course notes
- Student Learning Outcome
- 4. Spanish 104 (Substantial Change First Reading)

MSC (Girardi/Kretzmann) to approve the FIRST READING of the revisions to SPAN 104.

- Catalog Statement
- Methods of Instruction
- Out of Class Assignment
- Methods of Evaluation
- Textbook(s)
- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome
- Course Prerequisite

MSC (Girardi/Rooney) to approve FIRST READING of the revisions to the Prerequisite for SPAN 104.

- Spanish 105 (Non Substantial Change B- First Reading)
 MSC (Girardi/Cortes) to approve the FIRST READING of the revisions to SPAN 105.
 - Catalog Statement
 - Methods of Instruction
 - Out of Class Assignment
 - Methods of Evaluation
 - Textbook(s)
 - Course Entry Expectations
 - Course Content including change to catalog statement and course notes
 - Student Learning Outcome
 - Course Number Change from SPAN 105 to SPAN 131
- 6. Spanish 115 (Substantial Change First Reading)

MSC (Girardi/Lee) to approve the FIRST READING of the revisions to SPAN 115.

- Catalog Statement
- Methods of Instruction
- Out of Class Assignment
- Methods of Evaluation
- Textbook(s)
- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome

- IGETC Designation
- Course Prerequisites
- 7. Spanish 124H (Non Substantial Change B First Reading)

 MSC (Girardi/Azarian) to approve the FIRST READING of the revisions to

SPAN 124H.
• Catalog Statement

- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome
- Other Honors course designation
- 8. Spanish 125 (Non Substantial Change A One Reading)

MSC (Girardi/Lee) to approve as amended the REVISIONS to SPAN 125.

- Catalog Statement
- Methods of Instruction
- Out of Class Assignment
- Methods of Evaluation
- Textbook(s)
- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome
- 9. Spanish 126 (Non Substantial Change A One Reading)

MSC (Girardi/Lee) to approve the REVISIONS to SPAN 126.

- Catalog Statement
- Methods of Instruction
- Out of Class Assignment
- Methods of Evaluation
- Textbook(s)
- Course Entry Expectations
- Course Exit Expectations
- Course Content including change to catalog statement and course notes
- Student Learning Outcome
- 10. Spanish AA-T Degree (New Degree First Reading)

MSC (Girardi/Lee) to approve the FIRST READING of the Spanish AA-T Degree.

11. History 140 (New Course - First Reading)

MSC (Cortes/Kesian) to approve as amended the FIRST READING of HIST 140.

- History 141 (New Course First Reading)MSC (Cortes/Kesian) to approve as amended the FIRST READING of HIST 141.
- 13. Engineering 240 (New Course First Reading)

 MSF (Rubke/Schlueter) Engineering 240 was not approved. Corrections will be made to the Course Outline and be brought to C&I at a later date.

 Aye: 4; Nay: 9; Abstentions: 1.
- 14. Entrepreneurship 180 (New Course First Reading)MSC (Rubke/Schlueter) to approve the FIRST READING of ENTRE 180.
 - **MSC (Kesian/Rubke)** to extend the meeting by ten minutes.
- 15. Aviation and Transportation 139 (New Course First Reading)

 MSC (Rubke/Schlueter) to approve the FIRST READING of AT 139.
- Engineering 298 (New Course First Reading)MSC (Rubke/Schlueter) to approve the FIRST READING of ENGR 298.
- 17. Engineering 299 (New Course First Reading)

 MSC (Rubke/Schlueter) to approve the FIRST READING of ENGR 299.

The meeting was adjourned at 3:50 p.m.

The next meeting is scheduled for Wednesday, October 9th.